



COUNTY OF YORK JOB DESCRIPTION
CODE COMPLIANCE OFFICER
EDS/DEVELOPMENT & COMPLIANCE

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for performing inspections and ensuring compliance with land use and environmental codes; reviews and approves or denies applications for various types of permits, with prescribed guidelines. Provides technical assistance and interpretation of complex information to citizens, builders, developers, architects, and engineers; responsible for issuing notices of violations and presenting testimony in the prosecution of violators; maintains a variety of records and files. Work is performed under general supervision of the Code Compliance Supervisor.

WORKING ENVIRONMENT

Work is performed in both an office environment and out in the field. When doing inspections of new construction, there is exposure to dust, and excessive noise from heavy equipment. Work is performed in all kinds of weather.

ESSENTIAL JOB FUNCTIONS

Performs inspections and ensure compliance with land use and environmental codes of the County including zoning ordinances, subdivision ordinances, use permits etc.

Reviews applications for building permits, sign permits, and various other permits and approves/disapproves with respect to zoning compliance.

Investigates complaints received from the public involving violations of the County Code dealing with items such as grass/weeds, inoperable vehicles, trash, and debris. Other investigations involve the zoning ordinance dealing with land use such as violation of home occupation.

Sends letters for notice of violations; when citizens fail to respond, prosecutes violations of County codes through issuance of summons; appears in court and presents testimony.

Conducts research of property ownership, zoning category and other required information; consults a variety of technical maps and records.

Provides technical assistance and interpretation of complex information to citizens, builders, developers, architects, and engineers.

Advises division heads and County employees on land use code matters, as needed.

Maintains a variety of records and files.

CODE COMPLIANCE OFFICER, FY2004 COMPENSATION STUDY

ADDITIONAL JOB DUTIES

Serves as a liaison to citizen participation groups.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the various types of codes and zoning laws common among localities.

General knowledge of commonly used research techniques.

Effective oral and written communication skills.

Ability to read, interpret, and explain complex codes and zoning ordinances.

Ability to prioritize and work on several projects simultaneously.

Ability to work with all types of persons, and to explain ordinances, and persuade citizens to comply with various codes and ordinances.

EDUCATION AND EXPERIENCE

Associate's degree in planning, political science, government, public administration, or a related field, and 2 to 4 years of experience in code enforcement or planning work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must obtain designation as a Certified Zoning Officer within one year of appointment in the position.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate various scales and tape measures and a personal computer, fax, and printer. Must be physically able to operate a motor vehicle. There is frequent walking when performing inspections.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

CODE COMPLIANCE OFFICER, FY2004 COMPENSATION STUDY

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability: Requires the ability to read codes, site plans, plats, records, manuals, etc. Requires the ability to prepare records, permits, summons, etc., records, using proper format.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; understand and apply some principles of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____